

IPEDS Coordination Several State Perspectives

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ASSOCIATION FOR INSTITUTIONAL RESEARCH
Data and Decisions for Higher Education

About Us

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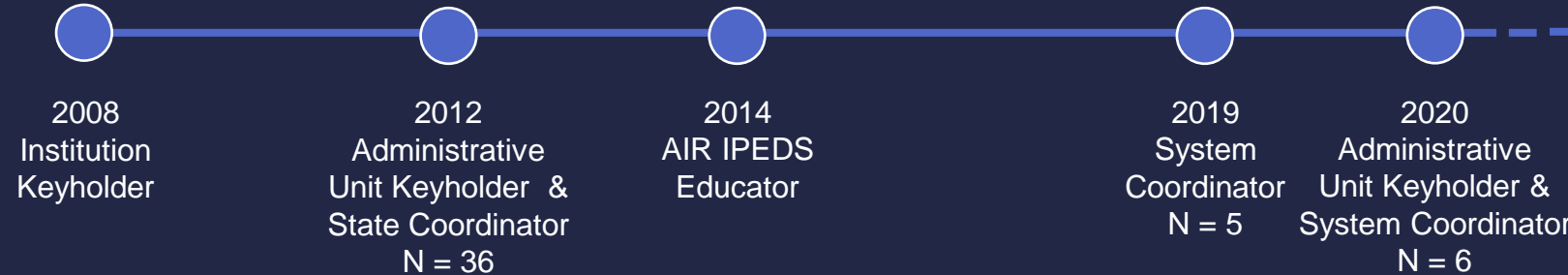
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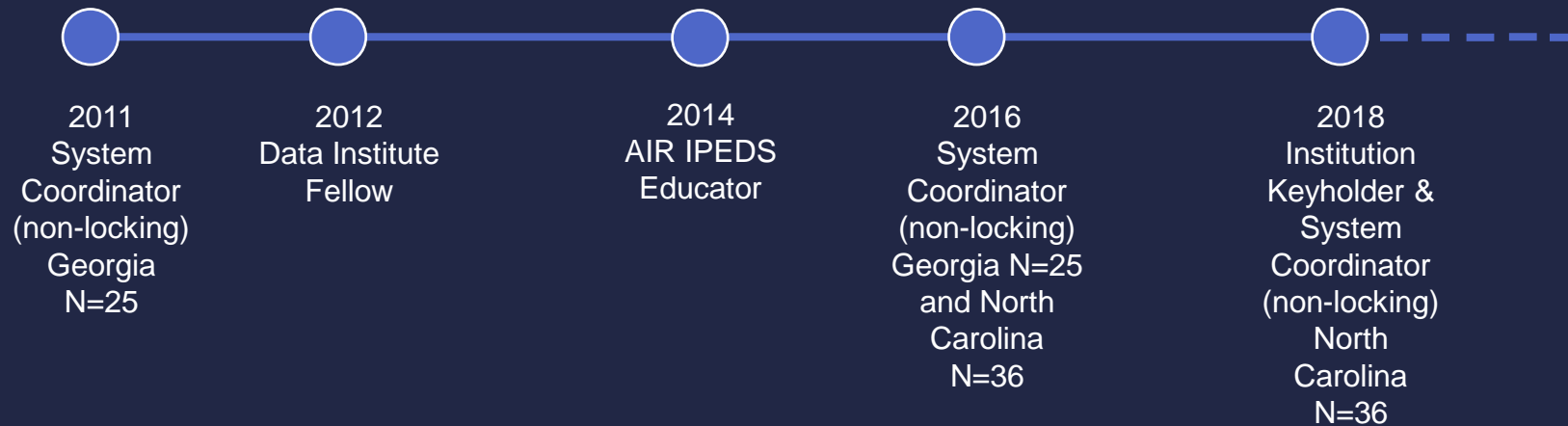


Our ~~IPEDS~~ IPEDS Road Map

- Eric



- Carrie



Outline

- IPEDS Coordination Basics
- Assisting Keyholders
- Data Review
- Data Use



IPEDS Coordination Basics

Responsible for IPEDS-related coordination activities for a specified group of schools within a state or system

Certain viewing, verifying, and locking privileges in the data collection system (DCS)

Voluntary role



IPEDS Coordination Activities

- Coordination planning
 - Universe maintenance
- } definitely
- Data submission & review
 - Nonresponse follow-up
 - Error resolution
 - Sharing Best Practices
- } maybe

IPEDS Coordination Activities

1. Coordination planning

- Determine which institutions you will coordinate
- Determine the level of access to each institution and survey component
 - ▶ Locking access
 - ▶ Update access
 - ▶ View-only access
- Convey any changes to the IPEDS Help Desk



IPEDS Coordination Activities

2. Universe maintenance

- Maintain lists of postsecondary institutions in state or system, including those that are new, have closed, have been merged, or have changed sector
- Communicate changes to the IPEDS Help Desk



IPEDS Coordination Activities

3. Data Submission and Review

- **Review** institutional data
- **Submit data** on behalf of institutions
 - **Upload** files in a fixed length, key value, or XML format into the DCS
- Apply an **additional lock** after the keyholder
- Ensure that IPEDS surveys are **completed** by or for the institutions
- Ensure that they are submitted in a **timely and accurate** manner



IPEDS Coordination Activities

4. Nonresponse Follow-up

- **Identify** institutions that have not responded within a certain timeframe (e.g., 2 weeks before close)
- Contact institutions to **remind** them of **impending data submission deadlines** and offer help as needed



IPEDS Coordination Activities

5. Error Resolution

- Resolve **inconsistencies or errors** in reporting
- Serve as a resource to the institutions both in **interpreting** error messages and **suggesting** resolutions



Benefits of IPEDS Coordination

- Ensure data quality and consistency
- Address data inconsistencies
- Build state/system data systems around common components and definitions
- Build strong and shared data culture with institutions in your state
- Better understanding of state and national issues and subsequent utilization of data to address those issues



Assisting Keyholders

Provide training

- Go over the collection process with new keyholders
- Before the IPEDS collection cycle begins, discuss changes in survey components
- Go over common mistakes in IPEDS reporting
- Answer questions, especially those that are system-specific



Assisting Keyholders

- Encourage keyholders to begin working on surveys early. If there are problems, there is then time to correct them.
- Provide guidance or guidelines for each component and how your state or system typically reports the data for that component.
 - Are there uniform guidelines for how your institutions report or define data? Who interprets those definitions to align them with IPEDS definitions?



Assisting Keyholders

Provide assistance

- Explain how to resolve the various types of error messages. In some cases, you may want keyholders to call the state or system office first before calling the IPEDS Help Desk.
- Assist with the survey if needed.
 - A state or system office may upload data on behalf of the institutions.



Examples of Data Use

- System-level comparisons: [Arkansas State University System](#)
- State-level data analysis: Arkansas students enrolling in postsecondary institutions within 12 months of graduating from high school.



System Comparisons

- How does the [Arkansas State University System](#) compare to other public institutions in the state on metrics such as enrollment, completions, financial aid, and tuition & fees?

Addressing State Concerns

- Are Arkansas students enrolling in postsecondary institutions within 12 months of graduating from high school?

Features Available for Coordinators

The screenshot shows a web browser window with the URL `surveys.nces.ed.gov/ipeds/institutionscoor.aspx`. The page title is "IPEDS 2019-20 Data Collection System". In the top right corner, there is contact information for the IPEDS Help Desk: "(877) 225-2568 or ipedshelp@rti.org". Below the header is a navigation menu with links for "Institutions", "Reports", "Tools", "Help", and "Log Out".

The main content area is titled "Coordinator's Institutions" and contains the following instructions:

- Due to the large number of institutions you coordinate, you may want to enter search criteria.
- If you wish to see a list of all your institutions, simply click Submit.

The search form includes the following fields:

- Unit ID:
- Institution Name:
- OPE ID:
- Survey:
- Survey Status:
- Address:
- City:
- State:
- Sector:
- Title IV Status:
- Degree Granting:

At the bottom of the form are two buttons: "Submit" and "Clear".

IPEDS 2019-20 Data Collection System

IPEDS Help Desk
(877) 225-2568 or ipedshelp@rti.org

NCES National Center for Education Statistics

Institutions	Reports	Tools	Help	Log Out
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Coordinator's Institutions

- Due to the large number of institutions you coordin...
- If you wish to see a list of all your institutions, simp...

Unit ID

Institution Name

OPE ID

Survey

IC Header

Survey Status

Address

City

State

Sector

Title IV Status

Degree Granting

- Edit Report
- Reporting and Review Plan
- Combined Data Report
- Survey Forms (Data)
- View Access Profile
- Registration Summary
- Unregistered Users
- New/Veteran User List
- Institution and Survey Status Summary
- Institution Reporting Status
- Timely Submission Reports
- Institution Status per Sector/State/Reporting Method
- Institution Used One Last Chance

Submit Clear



NCES National Center for Education Statistics

Institutions	Reports	Tools	Help	Log Out
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Institution and Survey Status Summary

INSTITUTION STATUS			
Status	Non titleIV	TitleIV	Total
Active	<u>0</u>	<u>38</u>	<u>38</u>
Total (all Active)	<u>0</u>	<u>38</u>	<u>38</u>
Total	<u>0</u>	<u>38</u>	<u>38</u>

SURVEY STATUS BY SURVEY													
	Child	Sector Zero	NA	NO DATA	No Data	Has Data	Edited	Clean	Locked	Complete	Total	Accepted	Migrated
IC Header	0	0	0	0	0	<u>12</u>	0	<u>1</u>	0	<u>25</u>	<u>38</u>	0	0
IC	0	0	0	<u>38</u>	0	0	0	0	0	0	<u>38</u>	0	0
COM	0	0	0	<u>38</u>	0	0	0	0	0	0	<u>38</u>	0	0
Enrollment12	0	0	0	<u>38</u>	0	0	0	0	0	0	<u>38</u>	0	0
SFA	0	0	0	<u>38</u>	0	0	0	0	0	0	<u>38</u>	0	0
GR	0	0	0	<u>38</u>	0	0	0	0	0	0	<u>38</u>	0	0
GR200	0	0	<u>13</u>	0	<u>25</u>	0	0	0	0	0	<u>38</u>	0	0
ADM	0	0	0	<u>13</u>	<u>25</u>	0	0	0	0	0	<u>38</u>	0	0
OM	0	0	0	<u>38</u>	0	0	0	0	0	0	<u>38</u>	0	0
HR	0	0	0	<u>38</u>	0	0	0	0	0	0	<u>38</u>	0	0
Fall Enrollment	0	0	0	<u>38</u>	0	0	0	0	0	0	<u>38</u>	0	0
Finance	0	0	0	<u>38</u>	0	0	0	0	0	0	<u>38</u>	0	0
AL	0	0	0	<u>38</u>	0	0	0	0	0	0	<u>38</u>	0	0

IPEDS 2019-20 Data Collection System

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Navigation menu: Institutions, Reports, Tools, Help, Log Out. A sub-menu is open under Reports, with "Registration Summary" highlighted by a red box.

Type	Total	Registered	Unregistered
Users	38	35	3
Users(additional users)	29	8	21
Multi-key holders	0	0	0
Multi-key holders(additional users)	0	0	0
Total	67	43	24

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Institutions Reports Tools Help Log Out

New/Veteran User List

Keyholder Type All New Veteran [Export to File](#)

User ID	User Name	E-mail	Phone	Registration Date	User Type
				08/07/2019	New
				08/19/2019	New
				08/09/2019	New
				08/12/2019	New

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Institutions Reports Tools Help Log Out

Institutions Used One Last Chance

2 Institution(s) found.

UnitID	Institution Name	Sector	Collection Periods	Comments
		2	2017-18	Winter 2017-18
		2	2017-18	Spring 2018

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Institutions Reports **Tools** Help Log Out

Coordinator's Institutions

- Due to the large number of institutions you coordinate, you may want to enter
- If you wish to see a list of all your institutions, simply click Submit.

Unit ID

Institution Name

OPE ID

Survey

Survey Status

- Go to Collection Level Data Center
- Message Center
- Additional Users/Passwords
- Set Locking Email Preference
- Contact Phone List
- Email List
- Mailing List
- Finance/HR/SFA/AL Contact List
- Registration
- Lock Surveys



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Institutions

Reports

Tools

Help

Log Out

Email List

38 matching records were found

[Export to File](#)

Unit ID	Institution Name	User Name	Email Address	Phone Number	Additional Phone Number	Fax Number	Lock Order
---------	------------------	-----------	---------------	--------------	-------------------------	------------	------------

📄 EmailList.csv

Show all

✕

NCES National Center for Education Statistics

- Institutions
- Reports
- Tools**
- Help
- Log Out

Finance/HR/SFA/AL Contact List

• Enter search criteria to generate a Finance/HR/SFA/AL Contact List for a subset of the institutions you coordinate.

- Contacts
- Human Resources
 - Finance
 - Student Financial Aid
 - Academic Libraries

Include contacts from Coordinators

Attach current KeyHolder Yes No

Unit ID

Institution Name

OPE ID

Survey
Institutional Characteristics
Completions
12-month Enrollment

Survey Status
NO DATA
No Data
Has Data

Migration Status
None Edited Reviewed Accepted Migrated

State
Alabama

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- Institutions
- Reports
- Tools
- Help
- Log Out

Finance/HR/SFA/AL Contact List

- Enter search criteria to generate a Finance/HR/SFA/AL Contact List for a subset of the institution

- Contacts
- Human Resources
 - Finance
 - Student Financial Aid
 - Academic Libraries

- Include contacts from Coordinators
- Attach current KeyHolder Yes No

Unit ID

Institution Name

OPE ID

Survey

- Institutional Characteristics
- Completions
- 12-month Enrollment

Survey Status

- NO DATA
- No Data
- Has Data

Migration Status None Edited Reviewed Accepted Migrated

State

- Survey Materials
- Survey Materials (All List)
- 2019-20 Data Collection Schedule
- Changes to the IPEDS Data Collections from 2019-20 through 2021-22
- Coordinator Handbook (PDF)
- Ad Hoc Support for New Coordinators
- 2019-20 New Keyholder Handbook (PDF)
- 2019-20 Calendar Flyer (PDF)
- Help Desk Flyer (PDF)
- Training Flyer (PDF)
- Using the Data Collection System
- Procedures for Responding to the 2019-20 IPEDS Surveys
- Institutional Burden
- Statutory Requirements for Reporting IPEDS Data
- FAQ Race/Ethnicity
- FAQ General
- Custom Comparison Groups
- Tutorial
- IPEDS Website Trainings & Outreach
- Glossary
- CIP Codes
- Human Resources/SOC Information Center
- IPEDS HR/SOC Browse Tool



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Institutions	Reports	Tools	Help	Log Out
Coordinator's Institutions				
<ul style="list-style-type: none">Due to the large number of institutions you coordinate, you may want to enter search criteria.If you wish to see a list of all your institutions, simply click Submit.				
Unit ID	<input type="text"/>			
Institution Name	<input type="text"/>			
OPE ID	<input type="text"/>			
Survey	IC Header			
Survey Status	Not Applicable NO DATA No Data			
Address	<input type="text"/>			
City	<input type="text"/>			
State	Alabama Alaska American Samoa			
Sector	Administrative unit only Public, 4-year or above Private nonprofit, 4-year or abc			
Title IV Status	-Any Status-			
Degree Granting	-Any Type-			

- Survey Materials
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Questions / Ideas?

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- Carrie Mata, PhD – cmata@oglethorpe.edu

